

What is the purpose of the policy?

This policy outlines Department of Communities and Justice (DCJ) work health and safety (WHS) commitments, legal responsibility and framework for setting WHS objectives.

Who does this apply to?

This policy applies to all who work for or on behalf of DCJ in accordance with the relevant provisions of the [Work Health and Safety Act 2011 \(NSW\)](#) and [Work Health and Safety Regulation 2017](#).

DCJ is committed to WHS

DCJ considers the health and safety of workers, contractors, clients and visitors to be of utmost importance and is committed to achieving high standards in work health and safety, wellbeing and injury management.

DCJ will implement this commitment by:

- implementing a risk management approach and making every effort, where reasonably practicable, to eliminate or minimise risks associated with the workplace and the work being performed
- managers modelling the safety behaviours they want workers to emulate
- consulting on changes that may affect the WHS of workers and other interested parties
- complying with legislative requirements
- providing information, instruction, training and supervision to promote a safe workplace
- reporting, investigating and learning from all workplace incidents and near misses
- supporting the rehabilitation of injured workers and assist them in recovering at work
- committing to continual improvement and review of the WHS management system
- creating a positive and productive work environment to support and promote a culture of wellbeing.

DCJ will engage in meaningful and open consultation about WHS with workers, health and safety representatives, health and safety committees or through other agreed consultation arrangements.

What is my responsibility?

Workers

Everyone who works for or on behalf of DCJ is responsible for:

- taking care of the health, safety, and wellbeing of themselves and others
- complying with all written procedures and instructions
- reporting all hazards, incidents, near misses, injuries and illnesses
- participating in training and supervision
- following all instruction and directives
- engaging in consultation with relevant parties on WHS matters as they arise
- encouraging a positive culture of WHS reporting and compliance
- participating in the development and implementation of a Recover at Work Plan following an injury or illness.

Managers

Managers have the same responsibility as workers and are responsible for:

- compliance with health and safety directives
- safe work systems are communicated, followed and maintained
- workers are provided all relevant WHS information and instructed, trained and supervised where applicable
- hazards, incidents, injuries and illnesses are reported, investigated and managed in consultation with workers and/or their representatives
- health and safety performance is monitored for continuous improvement
- records are maintained as required for legal compliance
- risk assessments are developed, monitored and reviewed in consultation with workers and/or their representatives, to eliminate or minimise risks
- injured and unwell workers are supported and managed to facilitate their safe and early recovery at work

Other Organisations

Other persons that work with any DCJ operations have a shared duty for work health and safety matters under legislation. This may include situations where other organisations send workers to DCJ or DCJ sends workers to another organisation.

Others at DCJ

DCJ clients and non-working visitors need to be aware of WHS and are required to comply with all reasonable instructions and take reasonable care to protect their own health and safety and not put others at risk.

Who can I go to for support and advice?

Further advice and support is also available from:

- Worker's manager or next most senior manager
- Work Health Safety Officer (former FACS)
- HR Business Partner team (former Justice)
- Health and Safety Representative / Deputy Health and Safety Representative
- Health and Safety Committees
- Union representative
- DCJ Intranet
- [Converge Employee Assistance Program](#) – 1300 687 327
- [Benestar Employee Assistance Program](#) – 1300 360 364
- SafeWork NSW – 13 10 50
- Workers Compensation Independent Review Office (WIRO) – 13 94 76
- State Insurance Regulatory Authority (SIRA) – 13 10 50

Related Policies and Procedures

- DCJ Recover at Work Policy
- DCJ WHS Risk Management Procedure
- DCJ WHS Consultation Procedure

If further assistance is required, please contact wellbeing@facs.nsw.gov.au or mySafety@justice.nsw.gov.au

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